

Colorado Department of Revenue, January 2014  
Instructions for Retail Marijuana Excise Tax Return

Step 1. To file your retail marijuana excise tax return, go to [www.TaxColorado.com](http://www.TaxColorado.com) Click on the Revenue Online button.

The screenshot shows the Colorado Department of Revenue website. At the top, the header includes the Colorado state seal and the text "Colorado The Official State Web Portal". Below this is a navigation bar with links: Individual Income Tax, Sales Tax, Other Taxes, PTC, Tax Professionals, Forms, Tax Library, and Contact Us. The main content area features several service buttons: "Revenue ONLINE" (highlighted with a blue arrow), "Refunds, Payments, Owe Tax", "Tax Information", "Tax Forms", "Business Tax Basics", and "Common Questions". On the left, there is a sidebar with "Online Services" and "Featured Pages". At the bottom, there are sections for "News and Announcements" and "Legislation Updates".

**Colorado** The Official State Web Portal

Get Help Search **SEARCH**

**Department of Revenue**  
Division of Taxation

Individual Income Tax Sales Tax Other Taxes PTC Tax Professionals Forms Tax Library Contact Us

**Online Services**

- Revenue Online
  - .....Individual Income Tax
  - .....Business Income Tax
  - .....Business Services
  - .....Sales Tax Filing
  - .....Use Tax Filing
  - .....Wage Withholding Filing
  - 
  - New Business Registration
    - .....Sales Tax License
    - .....Withholding Tax License
  - 
  - e-Payment Options
  - 
  - IFTA/IRP

**Revenue ONLINE**

**Refunds, Payments, Owe Tax**

**Tax Information**

**Tax Forms**

**Business Tax Basics**

**Common Questions**

**Featured Pages**

- Revenue Online
- Get Connected
- Delinquent Taxpayer List
- Gross Conservation Easement

**News and Announcements**

- Dec 19, 2013 - Notice: Non-Collecting Retailer Reporting...
- Dec 11, 2013 - January 1, 2014 Sales Tax Rate Changes
- Nov 29, 2013 - Income Tax Filing Status for Same-Sex Couples
- Nov 6, 2013 - Results of Tax Initiatives on Statewide Ballot
- More News

**Legislation Updates**

- Legislation by Year
- Uniform Sales/Use Tax Base Research Project
- Marijuana Taxes (Sales and Excise)
- More...

State Home Revenue Home Divisions Privacy and Security Policy Contact Us Locations © 2014 State of Colorado, Denver, CO

Step 2. Enter Login ID and Password to access Revenue Online.

**Revenue ONLINE**

**Menu**

- Home
- Back
- Help

**COS** [Toggle Log](#)

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**FOR INDIVIDUALS**

- File a Return
- Submit an e-Filed Attachment
- Respond to Inquiry Letter
- Where's My Refund
- Make an Electronic Payment
- Add Power of Attorney
- Request a Letter ID
- File a Protest

**FOR BUSINESSES**

- File a Return
- Submit an e-Filed Attachment
- Make an EFT Payment (No Fee)
- Make an Electronic Payment
- Add Power of Attorney
- Request a Letter ID
- File a Protest

**LOG IN FOR COMPLETE ACCESS**

Login ID: [Forgot Login ID?](#)

Password: [Forgot Password?](#)

[Login](#)

**SIGN UP FOR REVENUE ONLINE**

- Sign Up (Individual or Business)
- Sign Up (IRP)
- What Are the Benefits of Signing Up?

**OTHER SERVICES**

- Request Withholding Submitter Access
- Submit a Withholding File Attachment
- Submit a Manual Withholding File
- View Disclosure of Average Taxes Paid
- View Tax Adjustments
- Gross Conservation Easement Reports
- Verify a Sales Tax License
- View Local Sales Tax Rates
- View Business Location Rates
- Find Local Taxes by Address
- View Sales Tax Rate Charts

**REQUEST SEARCH**

[Retrieve a Saved Return](#)

**FORM FIELD COLOR GUIDE:** REQUIRED OPTIONAL CALCULATED NEEDS CORRECTION

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Step. 3. Click on the Account Number hyperlink ending in RME for the RMJ Excise Account Type.

Revenue ONLINE

Menu Log Off

Home  
Back  
Help

COS Toggle Log  
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Taxpayer Options  
View My Profile  
Add Power of Attorney

Payment Options  
Add / Change an EFT  
View EFT Summary  
Pay by EFT (No Fee)  
E-Check / Credit Card  
EFT Help

Balances may not reflect recent activity on your accounts.

TEST COMPANY LLC

CO Account # [REDACTED]  
Balance \$0.00

NAMES AND ADDRESSES

Legal Name TEST COMPANY LLC  
Location Address 123 MAIN ST DENVER CO 80202  
Mailing Address Add

ACCOUNTS<sup>0</sup> REQUESTS<sup>0</sup> MESSAGES<sup>0</sup> LETTERS<sup>0</sup>

MY ACCOUNTS<sup>3</sup>

MY ACCOUNTS

ID	Account Type	Name	Frequency	Address	Balance
<a href="#">30280372-003-SLS</a>	Sales Tax	TEST COMPANY LLC	Monthly	123 MAIN ST DENVER CO 8020	0.00
<a href="#">30280372-005-RJS</a>	RMJ Sales	TEST COMPANY LLC	Monthly	123 MAIN ST DENVER CO 8020	0.00
<a href="#">30280372-006-RME</a>	RMJ Excise	TEST COMPANY LLC	Monthly	123 MAIN ST DENVER CO 8020	0.00

Hide History Filter

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Step 4. Click on the "File Now" hyperlink for the appropriate filing period.

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ONLINE

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Account Options

Request to Close Account

File Another Site (Branch)

Amend a Return

File a Protest

View Payments

Payment Options

Pay by EFT (No Fee)

E-Check / Credit Card

RETAIL MARIJUANA EXCISE

Account ID

██████████-RME

Filing Frequency

Monthly

Balance

0.00

Pending Payments

0.00

Effective Balance

Pay 0.00

PERIODS

REQUESTS<sup>0</sup>

MESSAGES<sup>0</sup>

LETTERS<sup>0</sup>

ATTENTION NEEDED<sup>22</sup>

SEARCH ALL PERIODS

PERIODS FROM 06-OCT-2013

Change Date Defaults Filter

Period	Return Status		Tax	Penalty	Interest	Other	Credits	Balance	Messages
10/31/2015		<a href="#">File Now</a>	0.00	0.00	0.00	0.00	0.00	0.00	<a href="#">File Return</a>
09/30/2015	Outstanding	<a href="#">File Now</a>	0.00	0.00	0.00	0.00	0.00	0.00	<a href="#">File Return</a>
08/31/2015	Overdue	<a href="#">File Now</a>	0.00	0.00	0.00	0.00	0.00	0.00	<a href="#">File Return</a>
07/31/2015	Overdue	<a href="#">File Now</a>	0.00	0.00	0.00	0.00	0.00	0.00	<a href="#">File Return</a>
06/30/2015	Overdue	<a href="#">File Now</a>	0.00	0.00	0.00	0.00	0.00	0.00	<a href="#">File Return</a>
05/31/2015	Overdue	<a href="#">File Now</a>	0.00	0.00	0.00	0.00	0.00	0.00	<a href="#">File Return</a>
04/30/2015	Overdue	<a href="#">File Now</a>	0.00	0.00	0.00	0.00	0.00	0.00	<a href="#">File Return</a>
03/31/2015	Overdue	<a href="#">File Now</a>	0.00	0.00	0.00	0.00	0.00	0.00	<a href="#">File Return</a>
02/28/2015	Overdue	<a href="#">File Now</a>	0.00	0.00	0.00	0.00	0.00	0.00	<a href="#">File Return</a>
01/31/2015	Overdue	<a href="#">File Now</a>	0.00	0.00	0.00	0.00	0.00	0.00	<a href="#">File Return</a>
12/31/2014	Overdue	<a href="#">File Now</a>	0.00	0.00	0.00	0.00	0.00	0.00	<a href="#">File Return</a>
11/30/2014	Overdue	<a href="#">File Now</a>	0.00	0.00	0.00	0.00	0.00	0.00	<a href="#">File Return</a>
10/31/2014	Overdue	<a href="#">File Now</a>	0.00	0.00	0.00	0.00	0.00	0.00	<a href="#">File Return</a>
09/30/2014	Overdue	<a href="#">File Now</a>	0.00	0.00	0.00	0.00	0.00	0.00	<a href="#">File Return</a>
08/31/2014	Overdue	<a href="#">File Now</a>	0.00	0.00	0.00	0.00	0.00	0.00	<a href="#">File Return</a>
07/31/2014	Overdue	<a href="#">File Now</a>	0.00	0.00	0.00	0.00	0.00	0.00	<a href="#">File Return</a>
06/30/2014	Overdue	<a href="#">File Now</a>	0.00	0.00	0.00	0.00	0.00	0.00	<a href="#">File Return</a>
05/31/2014	Overdue	<a href="#">File Now</a>	0.00	0.00	0.00	0.00	0.00	0.00	<a href="#">File Return</a>
04/30/2014	Overdue	<a href="#">File Now</a>	0.00	0.00	0.00	0.00	0.00	0.00	<a href="#">File Return</a>
03/31/2014	Overdue	<a href="#">File Now</a>	0.00	0.00	0.00	0.00	0.00	0.00	<a href="#">File Return</a>
02/28/2014	Overdue	<a href="#">File Now</a>	0.00	0.00	0.00	0.00	0.00	0.00	<a href="#">File Return</a>
01/31/2014	Overdue	<a href="#">File Now</a>	0.00	0.00	0.00	0.00	0.00	0.00	<a href="#">File Return</a>

FORM FIELD COLOR GUIDE:

REQUIRED

OPTIONAL

CALCULATED

NEEDS CORRECTION

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Step 5. Click on the “Enter Site Information” hyperlink.

The screenshot displays the Colorado Revenue ONLINE interface. At the top, there is a header with the 'Revenue ONLINE' logo, the State of Colorado seal, and a scenic image of the Colorado Capitol and mountains. Below the header, a navigation menu on the left includes 'Home', 'Back', and 'Help'. The main content area shows the 'RETAIL MARIJUANA EXCISE' form. A blue arrow points to the 'Step 1. Enter Site Information' hyperlink. The form includes 'Submit' and 'Cancel' buttons at the top right and bottom right. A footer section contains a 'FORM FIELD COLOR GUIDE' with icons for REQUIRED (yellow), OPTIONAL (green), CALCULATED (grey), and NEEDS CORRECTION (red). Below the guide are links for 'State Website', 'Revenue Website', 'Privacy and Security Policy', 'Contact Us', and 'Locations'. The footer also includes the copyright notice: 'Copyright © 2012 State of Colorado - All rights reserved.'

Revenue  
ONLINE

Menu Log Off

Home  
Back  
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COS Toggle Log

RunDate: 10/06/2015

RETAIL MARIJUANA EXCISE

Retail Marijuana Excise Return

[Step 1. Enter Site Information](#)

Submit Cancel

Submit Cancel

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Step 6. Enter your 12-digit location number in the space provided.

If you did not sell or transfer retail marijuana from this location for the filing period, check the box and skip to step 8.

If you did sell or transfer from this location, complete the Yes/No questions.

The screenshot shows the 'Revenue ONLINE' interface for the 'Inventory Schedule' form. A modal dialog box is open, prompting the user to enter a 'Site (Branch) Id' and check a box to verify 'ZERO Retail Marijuana sales and transfers from this site'. Below this, a question asks '1. Did you sell or transfer Bud/Flower during this filing period?' with 'Yes' and 'No' radio button options. A yellow 'Required' label is next to the 'Yes' option. The background form has 'Submit' and 'Cancel' buttons at the top right and bottom right. A 'FORM FIELD COLOR GUIDE' at the bottom explains the color coding: REQUIRED (yellow), OPTIONAL (green), CALCULATED (grey), and NEEDS CORRECTION (red). Navigation links for 'State Website', 'Revenue Website', 'Privacy and Security Policy', 'Contact Us', and 'Locations' are provided, along with a copyright notice for 2012 State of Colorado.

Revenue ONLINE

Menu Log Off

Inventory Schedule

Site (Branch) Id

Check this box to verify ZERO Retail Marijuana sales and transfers from this site

1. Did you sell or transfer Bud/Flower during this filing period?

Yes No

Required

OK Cancel

Submit Cancel

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Step 7. If you sold bud/flower during the filing period, you must complete the Inventory Schedule.

Enter the total Quantity and Total Dollar amount of sales and transfers from this location.

Click the "OK" button when complete.

Repeat inventory schedule for shake/trim and immature plants.

The screenshot shows the 'Revenue ONLINE' interface with a 'Bud/Flower Inventory Schedule' window. The window has a title bar with 'Inventory Schedule' and a sub-header 'Bud/Flower Inventory Schedule'. Below the header, it says 'Please enter quantities as pounds to the 4th decimal place.' The form contains a table with two columns: 'Quantity' and 'Dollar Amount'. The table has 8 rows. The first 6 rows are for different types of retail sales, the 7th row is a total, and the 8th row is for the average market value. The 'Quantity' column has input fields with values: 0.0000, 0.0000, 10.0514, 0.0000, 0.0000, 1.1400, 11.1914, and 2,000.00. The 'Dollar Amount' column has input fields with values: 0.00, 0.00, 20,000.00, 0.00, 0.00, 1,876.00, and 2,000.00. Below the table is a 'HOT TIP!' section with three bullet points. At the bottom right of the window are 'OK' and 'Cancel' buttons. Arrows from the text above point to the 'Quantity' and 'Dollar Amount' columns, the 'OK' button, and the 'HOT TIP!' section.

	Quantity	Dollar Amount
1. Retail Marijuana Bud/Flower sold to INTEGRATED Retail Marijuana Cultivation Facilities	0.0000	0.00
2. Retail Marijuana Bud/Flower sold to INTEGRATED Retail Marijuana Products Manufacturers	0.0000	0.00
3. Retail Marijuana Bud/Flower sold to INTEGRATED Retail Marijuana Stores	10.0514	20,000.00
4. Retail Marijuana Bud/Flower sold to NON-INTEGRATED Retail Marijuana Cultivation Facilities	0.0000	0.00
5. Retail Marijuana Bud/Flower sold to NON-INTEGRATED Retail Marijuana Products Manufacturers	0.0000	0.00
6. Retail Marijuana Bud/Flower sold to NON-INTEGRATED Retail Marijuana Stores	1.1400	1,876.00
7. Total Retail Marijuana Bud/Flower sold (Sum of lines 1-6)	11.1914	
8. Bud/Flower Average Market Value		2,000.00

**HOT TIP!**

- **Integrated sales** include sales OR transfer of product made to your own Retail Marijuana Stores, Retail Marijuana Cultivation Facilities, OR Retail Marijuana Products Manufacturers.
- **Non-Integrated sales** include sales OR transfer of product made to an entity other than your own Retail Marijuana Stores, Retail Marijuana Cultivation Facilities, OR Retail Marijuana Products Manufacturers.
- Your taxable sales amount is calculated based on the amount of product sold/transferred multiplied by the average market rate of the product. The dollar amount column on the right is to be filled out to provide information as to what the actual dollar amount of marijuana product was sold or transferred to the specific integrated or non-integrated entities.

OK Cancel

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Step 8. When the appropriate inventory schedules for Bud/Flower, Trim/Shake and Immature Plants are complete, click the “OK” button.

The screenshot shows the 'Revenue ONLINE' interface with a modal window titled 'Inventory Schedule'. The modal contains the following fields and options:

- Site (Branch) Id:
- Check this box to verify ZERO Retail Marijuana sales and transfers from this site: ☐
- Questions and Answers:
  - 1. Did you sell or transfer Bud/Flower during this filing period? Yes ☒ No ☐ [Click HERE for Bud/Flower inventory schedule.](#)
  - Total Taxable Amount - Bud/Flower:
  - 2. Did you sell or transfer Shake/Trim during this filing period? Yes ☐ No ☒
  - 3. Did you sell or transfer Immature Plants during this filing period? Yes ☒ No ☐ [Click HERE for Immature Plant inventory schedule.](#)
  - Total Taxable Amount - Immature Plants:
- Buttons: OK, Cancel

A blue arrow points from the top right of the page to the 'OK' button in the modal window.

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Step 9. To view your return, select the “Click here to view your return.” hyperlink. To submit your return, select the “I Agree” check box and click on the “Submit” button.

**Revenue ONLINE**

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**RETAIL MARIJUANA EXCISE**

Retail Marijuana Excise Return  
**Step 1: Enter Site Information**

Site (Branch) Id	<input type="text"/>
1. Taxable Sales	21,580.00
2. Tax Rate	0.1500
3. Total Tax	3,237.00
4. Estimated Penalty	583.00
5. Estimated Interest	284.00
6. Total Due	4,104.00

[Click here to view your return.](#)

**Step 2: Confirm and Submit**

By checking the box below, I/we declare under penalty of perjury that this return is true, correct, and complete given all known information.

I Agree ☐ Required

**Submit Cancel**

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Step 10. Prior to submitting your return, Revenue Online will ask you to re-enter your password. Then click OK.

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RETAIL MARIJUANA EXCISE

Retail Marijuana Excise Return

Step 1. Enter Site Information

Site (Branch) Id	002
1. Taxable Sales	21,580.00
2. Tax Rate	0.500
3. Total Tax	3,237.00
4. Estimated Penalty	583.00
5. Estimated Interest	284.00
6. Total	

Click

Step 2: Confirm

By checking true, correct

I Agree ☒

Submit Cancel

Submit Cancel

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To file a return for another location, select the “File Another Site (Branch)” button and go back to Step 6.  
If you have completed filing your return(s), you can make a payment online with a credit card or echeck.  
If you want to pay by mail or bring in a payment you can print a voucher (coupon) to submit with the payment.

**Revenue ONLINE**

STATE OF COLORADO

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Pay Online File Another Account Pay by EFT (No Fee) Print Payment Coupon File Another Site (Branch)

**CONFIRMATION**

Thank you for using Colorado Revenue Online to submit your return. Your Colorado Retail Marijuana Sales Return tax return has been received. Processing your return may take several weeks. Should the Department have any questions about your return, correspondence will be mailed to you.

Do not send your printed return to the Department. Using Colorado Revenue Online completes your Colorado tax filing requirement. If you would like to view this return in the future, click on the "Requests" tab and then click on the hyperlink for the return in this period.

**You must still make payment for any tax due using the choices on the top or bottom of this page.**

- Please file returns for ALL sites on this Account/Period before choosing a payment option. This will allow you to make one consolidated payment.
- If making a payment with a payment coupon, please print out the coupon and include it when you make your payment. **Do NOT send a copy of your return with your payment.**

Pay Online File Another Account Pay by EFT (No Fee) Print Payment Coupon File Another Site (Branch)

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Step 11. To make an online payment, Confirm Taxpayer Information and select the “Click to Add/Edit Payments” hyperlink.

**Revenue ONLINE**

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**Online Tax Payment**

Step 1: Confirm Taxpayer Information

First Name  MI

Last Name or Business Name

Step 2: [Click to Add/Edit Payments](#)

**HOT TIP!**

**Did you receive a bill?**

Currently, we accept online bill payments for Individual Income Tax. Bill payments for all other tax types should be mailed to the Department with the Statement of Account payment voucher.

Cancel

Cancel

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Step 12. Verify the Payment Amount and Payment Type and select the "OK" button.  
(If you want to pay a different amount you can edit the amount.)

Revenue ONLINE

Menu Log Off Cancel

**Payment List** ⓘ ? ✕

The filing period should be the last day during that filing period.  
Example: Individual income tax for 2010 filed annually. The last day for this filing period is December 31, 2010.  
Enter: 12/31/2010

Please edit the amounts you wish to pay for each item.

	Account Type	ID Type	ID	Tax Period Ended	Amount Due	Pending Payment	Payment Amount	Payment Type
	Retail Marijuana Excise Tax	Colorado Account Number		03/31/2014	3,282.00	0.00	3,282.00	Return Payment

OK Cancel

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Step 13. Confirm Payment Amount and select the “Pay Online” button to make an online payment.

**Revenue ONLINE**

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**Online Tax Payment**

**Step 1: Confirm Taxpayer Information**

First Name  MI

Last Name or Business Name

**Step 2: Click to Add/Edit Payments**

**Step 3: Confirm Payment Amount**

Total Amount of Payments

**When you click on the Pay Online button, you will be redirected to the Colorado.gov online tax payment system. If you do not get redirected, please check as it may have opened in another window.**

**HOT TIP!**

**Did you receive a bill?**

Currently, we accept online bill payments for Individual Income Tax. Bill payments for all other tax types should be mailed to the Department with the Statement of Account payment voucher.


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Step 14. To submit online payment, select the payment type and enter payment information. The online payment amount will differ from the amount due on the previous screen because online payments include an additional fee.

- A \$0.77 fee and a 2.25% charge will be included for online credit card payments.
- A \$1.00 fee will be included for online electronic check payments.



# Colorado.gov

## Secured Online Payment Process



1. Payment Options

2. Payment Information

3. Account Holder Information

4. Confirmation

5. Customer Receipt


Your total cost for purchasing this item through Colorado.gov is **\$3,356.61**.

This cost includes the price for the following:


- Marijuana Excise

You can receive a cash discount by choosing to pay via electronic check below.

Please select a payment option below.




### Manually Enter a Credit Card



### Electronic Check

Cancel

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 **cybertrust**  
certified enterprise

Step 15. Enter account payment information, then scroll down and select the “Continue” button (not shown in this screenshot).

1. Payment Options   2. **Payment Information**   3. Account Holder Information   4. Confirmation   5. Customer Receipt

Enter your electronic check information, or [change payment type](#).

\* Denotes a Required Field

\* Account Type  
-- Select --

\* Routing Number

\* Account Number


**Confirm Your Information**

Please note: Payee reserves the right to assess a returned check penalty for any electronic payment which is returned for any reason. To ensure that you have entered your banking information correctly, please confirm your account and routing numbers below.

\* Re-enter Routing Number

\* Re-enter Account Number

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 **cybertrust**  
certified enterprise



Step 16. Enter billing information, then scroll down and select the “Continue” button (not shown in this screenshot).

1. Payment Options

2. Payment Information

3. Account Holder Information

4. Confirmation

5. Customer Receipt

Enter the billing information, or [change payment type](#).

A phone number and email address are required in the event we need to contact you. An email receipt will be sent if you provide a valid email address.

\* Denotes a Required Field

\* First Name

Test Company

Middle Name

\* Last Name

LLC

\* Address

1375 Sherman st

Address 2

\* City

Denver

\* State or Province

Colorado

Step 17. Verify payment information, then scroll down and select the “Agree/Continue” button (not shown in this screenshot).

## Verify Payment Information

Please ensure the information below is correct before proceeding.

### Payer Information ?

Test Company LLC  
1375 Sherman st  
Denver, CO 80261  
US  
  
Phone : 303-555-5555  
Email : jdoe@somewhere.com

edit

### Account Information ?

Routing Number : \*\*\*\*\*711  
Account Number : \*\*\*\*0372

edit

### Order Summary

Description	Quantity	Total Amount
<a href="#">Colorado.gov Order Total:</a> (includes price of the item(s) below):		\$3,283.00
Marijuana Excise	1	

**When paying by electronic check (eCheck), this merchant is expressly authorized, if the check is dishonored or returned for any reason, to collect the amount of the check plus a returned check fee, as well as any additional fees incurred by the agency, as authorized by Colorado law. Clicking the "Agree/Continue" button is acceptance and acknowledgement of this policy and its terms.**

Merchant	Amount
CO Dept. of Revenue	\$3,283.00

**The total amount of this transaction is \$3,283.00.**

Step 18. To complete your transaction, print your receipt.

1. Payment Options

2. Payment Information

3. Account Holder Information

4. Confirmation

5. Customer Receipt

## Customer Receipt

01/27/2014 15:57:54

**THE TRANSACTION IS COMPLETE. PLEASE NOTE THAT YOUR PAYMENT IS SUCCESSFUL WHEN YOUR FINANCIAL INSTITUTION RENDERS PAYMENT FOR THIS TRANSACTION.**

Please print your [receipt](#) for a record of this transaction. The order identification number is **4268442**. Please reference this number in any correspondence regarding this transaction.

### Payer Information ?

Test Company LLC  
1375 Sherman st  
Denver, CO 80261  
US

Phone : 303-555-5555  
Email : jdoe@somewhere.com

### Account Information ?

Routing Number : \*\*\*\*\*711  
Account Number : \*\*\*\*0372

### Order Summary

Description	Quantity	Total Amount
<a href="#">Colorado.gov Order Total:</a> (includes price of the item(s) below):		\$3,283.00
Marijuana Excise	1	

### Merchant

CO Dept. of Revenue

### Amount

\$3,283.00